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Created

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: BUILDING SERVICES PROJECT ASSISTANT**

**DEFINITION**

Under supervision, to assist with a variety of routine, technical, and paraprofessional architectural planning and design studies for the construction and alteration of City facilities; to participate in the scheduling, coordination, and inspection of building services projects; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the entry level position in the Building Services Project Coordinator Series. This class is distinguished from the Project Coordinator level by the performance of routine projects under close supervision.

**REPORTS TO:** Building Services Project Manager

**SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from the Building Services Project Manager and may receive direction from a Building Services Project Coordinator.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Assist with routine architectural planning studies preparing plans, estimates, and work orders for the construction and alteration of City facilities.
- Assist with the preparation of project and job specifications; assist in evaluating bids for various building services projects.
- Assist with coordination of routine construction and alteration projects insuring conformance with plans and specifications, use of proper methods and materials, workmanship, and safety measures.
- May coordinate and schedule final inspections and acceptance of projects.
- Inspect buildings and facilities; assist in planning and scheduling of maintenance repairs.
- Confer with superior regarding setting of priorities and progress of construction/alteration projects and activities.
- Coordinate building maintenance activities with other City departments, divisions, sections, and with outside agencies.

**QUALIFICATIONS**

**Basic Knowledge of:**

- Blueprint reading and construction cost estimating.
- Modern methods and techniques used in the design, construction, and alteration of buildings and facilities.

- Applicable regulatory codes relevant to building design, construction, and alterations.
- Computers and Computer Aided Drafting/Design programs.

**Ability to:**

- Assist with preparation and develop routine paraprofessional architectural plans and cost estimates using Computer Aided Drafting/Design programs.
- Assist with preparing project and job specifications for formal bidding.
- Plan, organize, schedule, and inspect building construction/alterations.
- Maintain records and prepare project reports.
- Communicate clearly and concisely, orally and in writing.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of twelfth grade supplemented by the equivalent of 15 semester units in engineering, architecture, and/or structural inspection and project management from an accredited college or university.

Experience: Six months to one year of experience in architectural drafting/design using Computer Aided Drafting/Design programs and/or six months of construction project management including structural inspection.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Building Services Project Assistant

**TO:** Building Services Project Coordinator